

# Standards Committee



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## Claire Sinay, Chair

Tuesday, January 11, 2011  
9:00 am to 11:00 am  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
3<sup>rd</sup> Floor, Room 303

4041 N Central Ave, 14<sup>th</sup> Floor  
Phoenix, AZ 85012-3329  
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PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Claire Sinay	AT	Debby Elliott <i>alt: Philip Seeger</i>	EX	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Eric Moore
AT	Randall Furrow						

## Guests

Marge Samson

## Administrative Agent Staff

Kenneth Leighton-Boster      Carmen Batista      Edd Welsh

**Support Staff:** John Sapero

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## Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Quorum was established with four of five members in attendance at approximately 9:15 am.

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## Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the November 11, 2010 meeting. No corrections were voiced.

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**Administrative Agent update**

Kenneth Leighton-Boster provided an overview of the activities of the Quality Management program:

- Provider site visits are continuing
- The Part A Clinical Quality Management Committee has been formed, and met for the first time. The committee will meet three more times over the next year.
- The QM program has found an issue regarding collecting data on Mental Health Services. The standards require a 5% change in GAF scores, but there is no definition of the percentage of the overall aggregate client base that this percentage applies to. The QM program will need guidance from the Standards Committee regarding this.

Edd Welsh shared a preview of the aggregate data being collected by the Quality Management program.

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**Committee Chair update**

Claire Sinay discussed the committee would continue discussion of the case management intake timeline, and then revise the standards of care for both non-medical and medical case management.

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**General Review of Standards of Care to address new and emerging issues**

***Early Intervention Standards***

Claire Sinay discussed that the committee will wait to work on the standards of care for this service category until a service delivery model for these services has been developed.

***Case Management Standards***

The committee finalized revisions to the Medical and Non-Medical Standards of Care.

**MOTION:** Eric Moore moved to accept the proposed revisions to the Medical Case Management Standards of Care, and forward the document to the full Planning Council for final approval. Randall Furrow seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

**MOTION:** Randall Furrow moved to accept the proposed revisions to the Non-Medical Case Management Standards of Care, and forward the document to the full Planning Council for final approval. Eric Moore seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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**Discussion of agenda items for the next meeting**

In addition to the recurring agenda items, the committee determined the following:

**Agenda Items**

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Develop committee action plan/meeting schedule for GY 2011

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Aggregate data presented by the QM program

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Determine whether other standards of care that need to be revised (transportation?)

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**Action Items to be completed by the next meeting**

Task	Assigned To
Determine invitees for Mental Health and Substance Abuse standards of care	Committee to determine
Committee review of committee policies and procedures	On hold – potential committee restructuring

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**Current events summaries**

No comments were voiced.

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**Call to the public**

No comments were voiced.

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**Adjourn**

The meeting adjourned at approximately 10:30 am.